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18 March 1962

MEMORANDUM FOR: Chief, WH Division

SUBJECT: Special Group Papers and Project Outlines

1. A Special Group paper is not a substitute for a project outline or a project amendment. In most cases these Special Group approvals are general in nature and do not include the operational and budgetary data necessary for a confirming action by the DD/P. Often the activity approved by the Special Group contains one or more elements which require an administrative plan before funds can be released.

2. Hereafter, DDP/PG will require appropriate project outlines, project amendments, and administrative plans where necessary before Finance Division can take action to release funds for the operational activity.

3. Currently this is the case for Project [REDACTED] and will be the case for Project [REDACTED]. I have requested the Finance Division to refer any doubtful cases to me so that the Area Division, working with DDP/PG, can produce the proper documentation for release of funds without undue delay.

[REDACTED]
(Chief, DDP/Projects and
Programs Group)

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